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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, DDI/DS

EXTENSION

NO.

DATE

13 March 1969

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED

FORWARDED

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr  DD/S 7D 02 Hqs.

3-18-69 R'69

2. *DD/S Logisty*

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Attached is a DRAFT "Report on the Agency's Handling of Briefing Requests from Academic Groups and Recommendations for Policies and Procedures."

I would like us to meet at 2 p.m., Tuesday, March 20, in the DDI Conference Room, to consider this Draft Report, to prepare a draft Headquarters Notice on the subject, and to review

*Meeting at 2 p.m.  
March 18, 1969.*

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FORM 3-62

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D-R-A-F-T

13 March 1969

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Report on the Agency's Handling of Briefing Requests from Academic Groups and Recommendations for Policies and Procedures

1. Requests from academic institutions and groups for Agency briefings are not handled in a consistent manner, and there is no central file to which one may turn with confidence for a complete record of what groups were briefed, when, by whom, and on what. In the absence of a clear statement of Agency policy concerning briefings for academic groups, each request tends to be treated on an ad hoc basis. Historically, the general practice of the Agency has been to decline to brief non-governmental groups on its mission. Exceptions to the general practice appear to have been the result of personal contacts in which the arrangements for the affair have been handled directly by the officer concerned, or appear to have been experimental to test the advantages of such briefing.

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2. Non-governmental audiences that have received briefings on the Agency include student, faculty, business, service club, and professional groups. Most such briefings, excepting the highly successful Brookings sessions for business leaders, have been given away from Headquarters. The 100 Universities Program, in abeyance since 1968, and occasional individual appearances by officers in response to specific invitations from service or university groups account for most such briefings. In recent months there has been an increase in the number of presentations given at Headquarters. (See Appendix A for a listing, probably partial, of briefings given since January 1967, compiled from Executive Director-Comptroller, OTR, DD/I, Office of Security, and Office of Personnel sources.

3. The experience thus far indicates that well-conducted and frank discussions of the Agency, its general mission and its research, analysis, and estimative functions by appropriate Agency officers contribute significantly to improved Agency-academic relations and open new perspectives to university students contemplating their future careers. The evidence of positive gain from briefing university groups is sufficiently clear to justify more extensive and planned experimentation and a policy of receptivity to

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requests for such briefings and the development of a regular procedure for handling the requests.

25X1 4. The regulation of closest proximity to the problem is [redacted] of 6 June 1966. (Appendix B). It provides that requests for Agency speakers to non-government groups be forwarded to the Assistant to the Director for review and recommendation and thence to the Executive Director-Comptroller for decision. If the request is approved, the Assistant to the Director chooses a speech from his library of prepared texts and the Director of Training selects the speaker and makes whatever physical arrangements are necessary.

25X1 5. Procedures in [redacted] do not provide for the special treatment of university groups that is required by the present academic attitude toward the U.S. government in general and the CIA in particular. The regulation contains no statement of Agency policy with respect to briefing requests from university groups. It assigns to the Director of Training responsibility for providing speakers, although most of the subject matter which can be discussed in any detail concerns DD/I activities which

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SECRET

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can best be discussed with assurance and conviction by someone actively engaged in those activities. The regulation also commits the speaker to a text previously prepared and coordinated by others; this requirement tends to result in an unnatural, even sterile, presentation. The regulation also engages the time and attention of at least three top-ranking officials in a matter which might be handled more routinely under an established policy and procedure.

6. The further difficulty in developing a policy and procedures to deal with briefings of academic groups in the context of the existing regulation, and indeed with 25X1 [redacted] itself, is that there are too many kinds of situations, audiences, and subject matter to fit easily into one policy and one set of procedures for all outside requests.

7. Recommendations:

a. A Headquarters Notice dealing specifically with providing briefings on the Agency at Headquarters for university groups should be issued. The Notice should sort out such briefings from [redacted] and should contain a statement of policy and procedures.

25X1

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b. The policy concerning requests for briefings on the Agency to university groups should be established along the following lines: "As a matter of general policy, and in the absence of some overriding reason to the contrary, the Agency will respond affirmatively to requests for briefings on the Agency from university student and faculty groups able to attend such briefings at Headquarters. As a matter of general policy, the Agency will decline invitations to brief such groups away from Headquarters, unless there is some extraordinary advantage to the Agency in accepting the invitation. Agency officers will not appear in open or public forum to discuss the role and mission of the Agency without specific approval of the Executive Director-Comptroller."

c. As a matter of general practice, principal speakers should be of the highest rank possible, consistent with demands on their time and the nature of the group. Speakers will be selected who, in the opinion of the DD/I, are sufficiently experienced and

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responsible to speak on their own without resort to previously prepared texts.

d. The procedure for handling a request for Agency briefings from university groups should be as follows:

1. The request will be forwarded to the DD/I for review, decision, and response.
2. If the group can attend a briefing at Headquarters or some other location in the Washington area approved or selected by the Agency, and if no compelling reason for refusal can be ascertained, the DD/I will reply affirmatively.
3. The DD/I will select the speaker or speakers, and with the support of the DD/S, Office of Security and Office of Training, make the necessary physical arrangements.
4. If the request is for a briefing on university or other premises not selected by the Agency, the DD/I either will decline, or, if he deems it appropriate, contact other components

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and offices to ascertain whether an exception to the general policy should be made. Any such exception should be approved by the Executive Director-Comptroller.

5. The Office of the DD/I will be the central repository for correspondence and records relating to briefings of academic groups. Copies of key correspondence will be provided to the Executive Director-Comptroller, the Assistant to the Director, and the Office of the DD/S so that they may be kept informed.

8. As an extension of the process of establishing a policy and procedures for handling requests for Agency briefings from university groups, the provisions of [redacted] 25X1 should be reviewed with an eye to simplifying and clarifying procedures to be followed by Agency speakers for other audiences and subject matter.

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[redacted]  
Chief, DD/I Special Research Staff and Coordinator for Academic Relations

## Distribution:

1 - DDI

1 - ADDI

1 - Mr. [redacted]

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110049-5

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## TRAINING

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**9. REQUESTS FOR CIA OFFICIALS AS GUEST SPEAKERS.** CIA is often requested to supply guest speakers for public functions of non-Government organizations and groups, such as business and professional organizations, civic organizations, and universities, as well as to regularly provide guest speakers for schools and colleges operated by the Department of Defense and for other Government training activities. In order to designate a central point of administrative control for the various types of requests for speakers, the following procedures shall be followed:

- a. **REQUESTS FROM NON-GOVERNMENT GROUPS.** Requests for CIA officials to speak before non-Government groups shall be forwarded promptly to the Assistant to the Director who will review them and recommend action to the Executive Director-Comptroller.
  - (1) If the request is approved by the Executive Director-Comptroller, the Assistant to the Director will choose the text of the presentation and will refer the request to the Director of Training to select a speaker and arrange for his appearance. Several prepared texts which have previously been coordinated with the Director of Training, the Director of Security, and the Assistant to the Director will be available for use. The text chosen by the Assistant to the Director in each instance will require no further coordination or approval unless there is to be a significant departure from its contents.
  - (2) If the request is not approved by the Executive Director-Comptroller, the Assistant to the Director will inform the requester and the Director of Training.
- b. **REQUESTS FROM GOVERNMENT AGENCIES OUTSIDE THE INTELLIGENCE COMMUNITY.** Requests for guest speakers which come from Government sources outside the Intelligence Community shall be forwarded to the Director of Training who will review them and recommend action to the Executive Director-Comptroller. A copy of the recommendation will be forwarded to the Assistant to the Director. If the request is approved by the Executive Director-Comptroller, the Director of Training will take the necessary action; if not approved, he will advise the requester.
- c. **REQUESTS FROM GOVERNMENT AGENCIES WITHIN THE INTELLIGENCE COMMUNITY.** Requests for guest speakers which come from members of the Intelligence Community shall be forwarded to the Director of Training who will take appropriate action and inform the Assistant to the Director of the action taken. No approval is needed with respect to such a request unless it presents a question of policy or the Director of Training recommends to the Executive Director-Comptroller that the request be denied.

This paragraph does not affect the requirements of [redacted] concerning the outside activities of Agency employees.

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Revised: 16 June 1966 (297)

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Excluded from automatic  
downgrading and  
declassification

15